

OPERATION IDENTIFICATION SHEET

Support to the employment of young people, long-term unemployed and women

1. Operating Structure:

Operating Structure for Human Resources Development Component of IPA (OS), as per Article 16 of the Governmental Decree on DIS, shall comprise CFCD and the respective structures for IPA implementation established within the Ministry of Education and Science (MES) and the Ministry of Labour and Social Policy (MLSP). The Operating Structure shall be responsible for managing and implementing the Operational Programme Human Resources Development (OPHRD) 2007-2013 in accordance with the principle of sound financial management, as per Article 9 of the Governmental Decree on DIS, point 6 of Annex A of the Framework Agreement and Article 28 of IPA Implementing Regulation.

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2. Title of the Operation:

Support to the employment of young people, long-term unemployed and women

3. Measure

Measure 1.3: Tackling the situation in the labour market of young people, women and long-term unemployed

4. Description of the Operation

4.1. Synthetic description

The specific objective of the project is to increase employability of unemployed young people, long-term unemployed and women by increasing their competences (knowledge, skills and attitude).

Three different activities will be co-financed through the EU funds:

- Internship in Support of First Employment of Young Persons Up to the Age of 27

Unemployed persons up to the age of 27 will be embedded in companies for a period of three months for internship. Internship should help unemployed young people to gain work experience according to their education and develop new skills with on-the-job training. It will facilitate their entry into the labour market.

- Trainings for General Skills

Unemployed persons will be provided with an opportunity to acquire certain skills, which will help them improve their competitiveness on the labour market, including:

- Language (Basic and advanced courses, Business courses and conversation)
- IT basic skills
- Entrepreneurship
- Communication skills (writing CV and letter of interest, job interview).

Trainings will be delivered to trainees by professional training providers (secondary procurement).

- Trainings for Skills Demanded on the Labour Market

Long-term unemployed persons will be trained in work skills demanded on the labour market. Where possible the training will be carried out on the basis of certified programmes by the Ministry of Education and Science and Centre for Vocational Education and Training (VET Centre). Trainings will be delivered to trainees by professional training providers.

4.2. End recipient(s)

The Employment Service Agency

4.3. Duration

Grant awarded without Call for proposal: 15months

4.4. Target groups

- Unemployed young persons aged 15-27;
- Long-term unemployed persons;
- Unemployed women.

4.5. Expected output, results and impact and indicators

Indicators	Baseline	Target	Definitions and presumptions	Source of data
Outputs				
Number of young persons involved in the programmes "First employment support for young people up to 27 years of age", of which: 60% women; 30% ethnic communities	0	343		ESA database, Project Promoters
Young persons with completed high and university education included in the Programmes for improvement of skills and employability. 60% of the total number of beneficiaries should be women; 30% ethnic communities	0	2989		ESA database, Project Promoters
Long-term unemployed involved in the Training programmes for re-entry in the labour market. Of the total number of participants 60% will be women; 20% elderly persons (55 years of age and over)	0	735		ESA database, Project Promoters
Result				
Total number of employed young persons up to 27 years of age in employment 30 months after the completion of the first employment support programme activity, 60% women; 30% ethnic communities	0	100		Project reports, ESA database, Project Promoters
Employed people after completion of trainings, 60% women;	0	30%		ESA database, Project Promoters

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4.6. Links with other measures or IPA programmes (if any)

This operation is linked with the operation "Modernisation of the Employment Service Agency" of Priority Axis 1 – Measure 1.1, the operation "Support to the National Employment Policy" of Priority Axis 1 – Measure 1.2 and the operation "Integration of Women from Ethnic Communities in the Labour Market" of Priority Axis 3 – Measure 3.2.

5. Implementation arrangements, risks and assumption

5.1. (Institutional framework: operation coordination unit/steering committee/regional and/or provincial authorities/technical assistance team/other)

Steering Committee

The IPA Coordinator of the Ministry of Labour and Social Policy shall establish a Steering Committee. The role of the Steering Committee shall entail provision of strategic, political and technical guidance to the project, monitoring progress and assistance where possible in overcoming any obstacles to progress in any aspect of the contract.

The Steering Committee members will involve relevant stakeholders (as deemed appropriate), such as:

- 1) The Central Financing and Contracting Department within the Ministry of Finance;
- 2) The Ministry of Labour and Social Policy;
- 3) The Employment Service Agency;
- 4) Other stakeholders (i.e. Ministry of Education and Science, VET Center, Social partners).

The EU Delegation will participate to the Steering Committee as observer.

Recruitment of Human Resources under the Operation

Human resources mobilized under the direct grant will encompass 10 experts. Their recruitment will be carried out following the principles of transparency, equal treatment and non-discrimination.

More specifically, the recruitment will be conducted according to the following steps of the selection procedure:

- Announcing the vacancy positions, indicating the job posts and required qualifications for each position;

- Pre-selection on the basis of the short listing of minimum three eligible candidates for each vacancy position, ranked according to the submitted CVs and references;
- Conducting interviews, starting with the best candidates for each vacancy position and selecting the most appropriate candidate for each post..

The selection shall be carried out by a Selection Committee and shall be fully documented during the entire procedure in order to ensure clear audit trail. The Selection Committee shall be chaired by the Employment Service Agency and consisted of an odd number of members representing the Employment Service Agency, the Central Financing and Contracting Department within the Ministry of Finance and the IPA Coordinator within the Ministry of Labour and Social Policy. The EU Delegation will participate to the selection meetings as observer.

5.2. (Procedures for the implementation of the operation: call for proposals/direct implementation by national institutions without prior call for proposals/call for tenders)

“Direct award” to the Employment Service Agency

Employment Service Agency will be the grant beneficiary of the operation.

The operation will be implemented by way of “direct award” to the Employment Service Agency, without calls for proposals in accordance with article 110 of the Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities and article 168 of the Commission regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/ 2002 on the Financial Regulation applicable to the general budget of the European Communities.

More specifically, point 6.3.2. of the “Practical Guide to Contract Procedures for EC External Actions” stipulates that:

“The Contracting Authority may implement an operation without calls for proposals where the grant is awarded to a body with a de jure or de facto monopoly, i.e. to the beneficiary that has exclusive competence in the field of activity and/or geographical area to which the grant relates pursuant to any applicable law.”

The Employment Service Agency, which has been established by the Law on Employment and Insurance against Unemployment, is "de facto" and "de jure" the only national public professional service operating on the whole territory of the country in the area of employment and insurance in case of unemployment.

Moreover, the Employment Service Agency is responsible for implementation of the annual operational plans for active employment programmes and measures. The direct grant will co-finance existing national active employment measures which are eligible according to the Operational Programme "Human Resources Development 2007 - 2013". In accordance with the principle of additionality, it will contribute to the Operational Plan for Active Employment Programmes and Measures by increasing the scope of the participants to be supported.

In accordance with point 6.3.2 of the "Practical Guide to Contract Procedures for EC External Actions", the Contracting Authority must prepare a report (Outline paper) explaining the manner in which the grant beneficiary was identified, the grant amounts established, and the grounds for the award decision. The report will be included in the contract dossier. The Contracting Authority must ensure that all the basic principles for grants are respected (including eligibility and exclusion along the whole management cycle). The procedures for awarding the grant shall be implemented in compliance with point 6.4.10 of the Practical Guide.

Contract Type	Deadline for Submitting Report on the reasons of using grant (Outline Paper) to CFCD	Deadline for Completing the Report on the reasons of using grant (Outline Paper) and Submission to EUD	Deadline for Grant Application Submission	Evaluation Date	Contract Approval Date	Deadline for Contract Signature	Date of Contract Start	Date of Contract End
Grant awarded without Call for proposal	05/2010	05/2010	06/2010	08/2010	09/2010	10/2010	09/2010	11/2011

Possible eligible expenditures prior to contract signature

According to point 6.2.8 of the "Practical Guide to Contract procedures for EC External Actions" a grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the contract is signed¹.

For successful and timely completion of the direct grant it is essential to start the planned activities immediately after the signature of the contract. Considering the fact that this would be the first year of implementation of an EU funded grant, early start of the direct grant activities requires some preparatory work before the signature of the contract (e.g. Preliminary work relates to the

¹ Article 112 of the Council Regulation 1605/2002 of 25 June 2002 on the Financial regulation applicable to the general budget of the European Commission

selection of Human resources and setting up of the project office prior to the contract signature). Those preparations will save time in the inception phase by enabling the project team members, once formally recruited to begin immediately with the implementation of the project activities.

The following expenditures incurred prior to the date of the signature of the contract will be considered as eligible for financing:

- Expenditures related to recruitment of project's Human resources prior to contract signature;
- Expenditures for establishment of the project office (such as, rental costs for the office of the project team, costs for purchase of furniture, IT equipment and office consumables, installation of telephone and internet network) prior to contract signature;

Conditionality:

As the use of the direct award procedure is conditioned upon respecting the principle of additionality, it is necessary to demonstrate its fulfillment within the Operational Action Plan for Active Employment Programmes and Measures for 2010 prior to the signature of the direct grant contract.

To this effect, national authorities shall demonstrate that they have secured additionality.

5.3. Risks and assumptions (if any)

Risks

- Potential delays in secondary procurement conducted by the grant beneficiary;
- Insufficient expertise available when recruiting the Human resources;
- Unemployed are not interested to participate in the trainings;
- VET schools lack capacities to develop training programmes for skills demanded on the labour market;
- Difficulties in cooperation between the Employment Service Agency and other institutions;
- National authorities fail to meet the principle of additionality.

Assumptions:

- Human resources under the operation selected prior to direct grant contract signature and ready to start working immediately after contract signature;
- Project office established prior to direct grant contract signature;
- Sufficient number of employers/professional training providers interested in participation in the programmes;

- Sufficient number of unemployed interested to participate in the trainings;
- Efficient implementation of the procurement procedures and the contracts;
- Full coordination and cooperation in the work of all key stakeholders involved;
- National authorities have met the principle of additionality.